

# ***FEDERAL HOUSING FINANCE BOARD VACANCY ANNOUNCEMENT #07-28MP***

**OPENING DATE:** January 12, 2007

**CLOSING DATE:** January 26, 2007

**POSITION TITLE:** Supervisory Financial Analyst, TM-1160-15, **NUMBER OF POSITIONS:** 1 Vacancy

**PROMOTION POTENTIAL:** TM-15

**TYPE OF APPOINTMENT:** This is a permanent full-time position in the competitive service.

**AREA OF CONSIDERATION:** Current FHFB Status Employees Only

**LOCATION:** Office of Supervision, Risk Monitoring Division, Washington, DC

**SALARY:** \$120,226 – \$156,294 per annum. The salary range includes a 2007 comparability rate of 16.3%. (This rate is subject to annual review and may change.)

**Travel Requirements:** Up to 25%

**Other requirements:** 1) US citizenship, and 2) the ability to obtain a background investigation.

**Relocation expenses will not be authorized.**

## **AGENCY BACKGROUND:**

The **Federal Housing Finance Board (Finance Board)** is an independent non-appropriated fund agency in the Executive Branch of the Federal Government. The Finance Board regulates the Federal Home Loan Banks (FHLBanks) for safety and soundness, and also ensures that the FHLBanks fulfill their public policy mission of facilitating residential mortgage lending in partnership with its community-based members. The FHLBank System was created in 1932 to promote home ownership and a strong home finance industry. It is a network of 12 District Banks that provide lending, deposit, and other services to mortgage lending institutions. The members of the FHLBank System originate and hold a significant portion of the nation's home mortgages. Membership includes thrift institutions (savings and loan associations, savings banks and cooperative banks), commercial banks, and credit unions as well as a small number of insurance companies. The FHLBank System has combined assets of \$1 trillion.

The **Office of Supervision** is responsible for carrying out the Finance Board's statutory duties for ensuring that: 1) the FHLBanks operate safely and soundly, 2) the housing finance mission for the FHLBank System is being met, and 3) the FHLBanks remain adequately capitalized. The Office of Supervision performs these functions through on-site examinations and off-site monitoring of the FHLBanks and the Office of Finance. Other responsibilities of the Office of Supervision include policy and regulatory analysis, formulating and planning strategic goals, and conducting and evaluating long-range projects and proposals for all agency programs relating to the Finance Board's supervision and oversight of the FHLBank System.

The **Risk Monitoring Division** provides analytical and data management support to the Finance Board with respect to economic, financial, call report, housing, System structure, and membership data. The Division compiles and analyzes economic, financial, call report, housing, and System membership and structure data to provide examiners, economists, senior management, and other Finance Board staff with information and reports designed to assist them in carrying out their duties. The Division prepares reports about System performance that may be provided to a broader external audience as well. The Division also provides, on an as-needed basis, assistance to examiners during the course of FHLBank evaluations. Such assistance may include, but not be limited to, on-site visits to the FHLBank under examination.

**DUTIES AND RESPONSIBILITIES:** The **Supervisory Financial Analyst, Risk Monitoring Division**, assists the Associate Director in developing, implementing and carrying out office and divisional strategic initiatives as well as with supervising staff and conducting the day-to-day operations of the division. The incumbent supervises staff responsible for: 1) using a wide range of databases and applications to provide comprehensive reporting and analysis of accounting, financial, legislative and regulatory developments that affect or could affect the safety and soundness of the FHLBanks and the FHLBank system; and 2) effecting the development and implementation of OS information strategy, including overseeing financial database specialists charged with the development, redevelopment, maintenance and/or security of OS databases and information systems. The incumbent serves as a liaison with Finance Board IT staff and with the Federal Home Loan Banks concerning the reporting, submission or specification of such information and may be responsible for the identification and acquisition of data from vendors or other non-Bank providers.

**Please read the following carefully - INCOMPLETE applications will not be considered.**

### **ELIGIBILITY REQUIREMENTS:**

**Applicants must meet all qualification requirements by the closing date.**

- **Basic Qualifications:** This position requires one year of **specialized experience** equivalent to the next lower grade level. To be considered at the TM-15, applicants must have 1 year of specialized experience at the TM-14 level or equivalent.
- **Specialized experience** is evidenced by performing work directly involved in the development and implementation of information strategy, including the development, redevelopment, maintenance and/or security of financial databases and information systems.

**Evaluation Method:** Applicants who meet the basic eligibility requirements will be further evaluated and rated under Category Rating and Selection Procedures against the Knowledge, Skills and Abilities (KSAs) listed below. Applicants should prepare a concise narrative addressing EACH INDIVIDUAL KSA SEPARATELY.

**Applicants who do not respond to the KSAs will be rated ineligible.**

Your resume and supporting documentation will be reviewed and evaluated based on predetermined criteria. Eligible candidates will then be placed for selection consideration into three categories as described below:

1. **Highly-Qualified Category.** Meets the qualifications described for the Qualified Category and excels on responses to the knowledge, skills and abilities described below.
2. **Well-Qualified Category.** Meets the qualifications described under the Qualified Category and demonstrates proficient experience based on responses to the knowledge, skills and abilities described below.
3. **Qualified Category.** Meets minimally qualifying experience for the position.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

You must provide a separate concise narrative for **each** of the following KSAs, which demonstrates how your experience and/or education have provided you with the necessary knowledge, skill or ability. Your response should describe relevant and specific assignments (including identifying the issue or problem that was the objective of the assignment, your level of responsibility, and the results achieved). Responses must be written on separate sheets of paper and included in your application package. All responses must be substantiated by your resume.

**Applicants who do not respond to the following KSAs will be rated ineligible.**

1. Mastery of tools and techniques, including quantitative techniques, for financial management, finance, risk management, economics and accounting sufficient to lead the development of analyses and policies that support the agency mission.
2. Knowledge of information systems, particularly database development and management (including knowledge of MS SQL and SAS tools) as they relate to the financial industry and financial institution operations sufficient to lead the development and implementation of financial management systems.
3. Demonstrated ability to manage a professional and diverse workforce, providing leadership in setting performance levels and motivating others toward organizational goal accomplishment.
4. Ability to communicate effectively both orally and in writing to include establishing and maintaining effective relationships with, and gaining the cooperation of, colleagues, supervisors, management officials, agency head and other high level officials, and/or representatives of other Federal activities and the FHLBank System.

**Veterans Employment Opportunities Act (VEOA)** - To be eligible for a VEOA appointment, a veteran must be a preference eligible OR veteran separated after 3 or more years of continuous active service performed under honorable conditions. If you wish to be considered under VEOA, you must submit form DD-214 (Certificate of Release or Discharge From Active Duty).

**Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP):** Displaced employees must meet the following definition of well-qualified:

Well-qualified employees are those who satisfy all education, experience, and KSA factors for this position. Well-qualified employees are those who meet the above average level of a crediting plan for all KSA factors. In addition, any well-qualified displaced employee must meet the eligibility criteria set forth below. He or she must:

1. Be a displaced employee;
2. Have a current (or a last) performance rating of record at fully successfully or equivalent;
3. Apply for a vacancy that is (i) at or below the grade level from which the employee is being or may be separated; and (ii) does not have greater promotion potential than the position from which the employee is being or may be separated;
4. Occupy a position in the same local commuting area of the vacancy;
5. File an application for a specific vacancy within the time frame stated on the vacancy announcement;
6. Provide proof of eligibility, that is, a Reduction-In-Force Separation Notice, Reduction-In-Force Notification of Personnel Action (SF-50), or an official notification from OPM or agency documenting special selection priority status.

## **APPLICATION PROCEDURES:**

**How to Apply:** All application materials must be received by midnight eastern standard time on the closing date of this announcement and submitted to the Office of Human Resources using the contact information listed on the last page of the announcement under “Other Information”. Applicants are encouraged to fax or e-mail application materials given the delays encountered with mail delivery. Applications may be faxed to (202) 408-2530 or emailed to [jobs@fhfb.gov](mailto:jobs@fhfb.gov).

**Applicants must submit the following:**

1. Form OF 612, “Optional Application for Federal Employment,” accessible at (<http://www.opm.gov/forms/html/of.asp>); **OR** a resume or other application format of applicant’s choice; **AND**

**Regardless of which application form is submitted, it must include the information listed below or the applicant may not receive further consideration:**

- Announcement number, title, and grade(s) of the job for which applying;
- Full name, mailing address (with zip code), and day and evening phone numbers (with area code);
- U.S. Citizenship;
- Highest Federal civilian grade held, including series and dates held;

- Work experience – including the following information for paid/unpaid work: experience related to the position for which applying, job title (include series/grade if Federal position), employer’s name and address, supervisor’s name and phone number, starting and ending dates (month and year), number of hours per week, salary, duties and accomplishments, and indicate whether current supervisor may be contacted;
  - High School – name, city, state and zip code, and date of diploma or GED;
  - Colleges and Universities – name, city, state with zip code, major(s), type and year of any degree(s) received. If no degree, show total credits earned, and indicate whether semester or quarter hours;
  - Job-related training courses (title and year);
  - Job-related skills, for example foreign languages, typing speed, computer software proficiencies;
  - Job-related current certificates and licenses;
  - Job-related honors, awards, and special accomplishments, such as publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.
2. Individual narrative statements addressing each Knowledge, Skill and Ability separately.
  3. Any supporting documentation indicated below (if applicable).
    - Displaced eligibility proof, that is, a Reduction-In-Force Separation Notice, Reduction-In-Force Notification of Personnel Action (SF-50), or official notification from the Office of Personnel Management (OPM) or agency notice documenting special selection priority status. **(MANDATORY SUBMISSION FOR ALL DISPLACED APPLICANTS).**
    - Notification of Personnel Action (SF-50), verifying current or previous competitive status and highest grade held.
    - Transcripts, if proof of education is required.
    - Performance appraisal within the last year.
    - Form DD-214, to verify eligibility for VEOA appointment.
    - Form SF-181 (Ethnicity and Race Identification) & Form SF-256 (Self-Identification of Handicap).  
These forms are for data collection purposes only. Click on [HR Forms](#) to obtain the above mentioned forms.
  4. Please indicate in your application submission how you found out about this employment opportunity.

**An overview of the agency’s benefits package can be found at the following link:** [FHFB's Benefits](#)

**Required prior to employment:** Form OF 306, “Declaration for Federal Employment.”

#### **OTHER INFORMATION:**

1. Applications may be sent to: Federal Housing Finance Board  
Office of Human Resources, Suite 3000  
1625 Eye Street, NW  
Washington, DC 20006
2. Applications can be hand delivered to the above address and dropped off at the **Fourth Floor reception desk.**
3. Applications will not be accepted if submitted in United States Government postage-paid envelopes.
4. Investigations and clearances must be satisfactorily completed to remain in the position.
5. United States Citizenship is required.
6. For forms, call the Finance Board’s Job Vacancy Hot Line at (202) 408-2808.

#### **THE FEDERAL HOUSING FINANCE BOARD IS AN EQUAL OPPORTUNITY EMPLOYER.**

All applicants will receive consideration without regard to  
race, sex, sexual orientation, religion, color, national origin, age or disability.